

## Center Instructions for Completing the Staff Record Form

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1. Please complete this form **before** your Announced Inspection. **Your Licensing Specialist will review this completed form as part of your Announced Inspection.**
2. At the top of the first page, write the center's name, address, and the date you completed the form.
3. Starting on the second page, in the first two columns list the first name and last name of each owner, member of your governing board (if you have one), director, employee, and non-parent volunteer.
4. In the third column, list the position(s) the person holds. When he/she holds more than one position, list all positions.
5. In the fourth column, list anyone who must have current First Aid and CPR certification as required by rule. This includes anyone who drives children in care, accompanies children in care on off-site activities, and anyone who is used to meet the requirement that at least one person with current First Aid and CPR certification be at the facility when children are in care.
6. In the fifth column, write the person's start date **only** when he/she is a new person who started **10 days before** the date of your last Announced Inspection. The start date is the first date the person was **paid** for work performed that day or the first day the person volunteered at the facility.
7. Do not write in the yellow columns. These columns are for the Licensing office use only.
8. Make additional copies when more pages are needed to include all owners, members of your governing board (if you have one), directors, employees, and non-parent volunteers.

Additional copies of this form and instruction sheet can be downloaded from the Child Care Licensing website at [www.health.utah.gov/licensing](http://www.health.utah.gov/licensing).